



TITLE:	Water Maintenance Technician I	UPDATED:	9/7/2016
DEPARTMENT:	Public Works	JOB CLASS:	
REPORTS TO:	Water System Supervisor	FLSA DESIGNATION:	Non-Exempt

Summary: The Water Maintenance Technician I reports to the Water System Supervisor and provides assistance in the completion of everyday tasks. While under supervision the Water Maintenance Technician will complete inspections, operations, repairs, and replacements of various meters, pumps, panels, mains and equipment used to complete tasks.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) duties include, but are not limited to the following.

Essential Job Functions:

- Checks meters, gauges, pumps, and control panels to verify correct operation of equipment and records information.
- Operates, maintains, and repairs all pumps, control panels, chlorinators, and chemical feed pumps.
- Inspects and maintains booster and pump stations for proper operation of motors and pumps.
- Records daily distribution and chlorine residuals.
- Locates and repairs water mains.
- Maintains structures and fences.
- Flushes water lines when necessary for water quality.
- Repairs water mains, valves, services, meters, and fire hydrants.
- Maintains and operates Liquid Ammonia Solution (LAS) equipment.
- Attends safety meetings and follows safety procedures and precautions.
- Maintains and inspects back-up generators.
- Inspects above ground and elevated storage tanks daily.
- Logs completed daily maintenance.
- Reads meters.
- Attends training as necessary.
- Perform grounds maintenance and maintenance of all department vehicles.
- Operate equipment in the maintenance and upkeep of the city's water system.

Other Job Duties

- Perform regular and preventive maintenance, and repairs on equipment.
- Perform painting, cleaning, maintenance and repair on municipal property, structures, and facilities, i.e. equipment, fences, buildings.
- Maintain current knowledge of trends and developments in the field of public water systems.
- Perform other duties as apparent or assigned.

Required Knowledge and Skills:

- Ability to work weekends and holidays, be on call, respond to calls during non-working hours.
- Ability to make arithmetic computations using whole numbers, fractions, and decimals
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in standardized situations.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blue prints, City maps, and procedure manuals.
- Ability to prepare routine reports and correspondence. Ability to communicate with other employees and the general public.

Preferred Education, Experience, and Certifications:

- High school diploma or general education diploma (GED)
- Must hold a Valid Class C Texas Drivers License
- Ability to acquire a CDL within six months of employment.
- Must have the ability to obtain a Class D Groundwater Treatment License within one year and a Class C within two years.

Environmental Factors and Conditions/Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.
- The employee frequently is required to walk; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee is occasionally required to stand and climb or balance.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Equipment and Tools Utilized:

- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and may be regularly exposed to fumes or chemicals.
- Some tasks may require exposure to dust and pollen.
- The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, extreme heat, and vibration.
- The noise level in the work environment is usually moderate, but at times may be elevated.